

TRAVEL REQUEST AUTHORIZATION FORM

- OUT-OF-STATE TRAVEL
- IN/OUT OF-STATE EXCESS


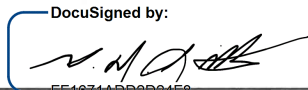
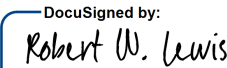
DATE PREPARED

01/14/2019

ACTION REQUESTED:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> OUT-OF-STATE TRAVEL                                | <input type="checkbox"/> IN-STATE EXCESS LODGING                   | <input type="checkbox"/> EXCESS AIRPORT PARKING             |
| <input type="checkbox"/> OUT-OF-COUNTRY TRAVEL                              | <input type="checkbox"/> OUT-OF-STATE EXCESS LODGING               | <input type="checkbox"/> EXTENDED TRAVEL TO SAVE ON AIRFARE |
| <input type="checkbox"/> REIMBURSEMENT AUTHORIZATION FOR NON-STATE EMPLOYEE | <input checked="" type="checkbox"/> EXCESS REGISTRATION/COURSE FEE | <input type="checkbox"/> REVISED REQUEST                    |
|   |  | <input type="checkbox"/> OTHER _____                        |

CHECK APPLICABLE BLOCK ABOVE AND EXPLAIN BELOW

<b>TRAVELER(S)</b> NCDOT Personnel		
<b>TRAVEL TO:</b> Materials and Tests Unit Training Classes		
<b>DATES OF TRAVEL:</b> BEGINNING January 1, 2019 ENDING December 31, 2019		
<b>MODE OF TRANSPORTATION</b>		
<b>DAILY LODGING EXPENSE:</b> \$ n/a	<b>DAILY LODGING TAX</b> n/a	<b>REGISTRATION:</b> \$ n/a <input type="checkbox"/> BROCHURE ATTACHED
<b>SOURCE OF FUNDS:</b> <input type="checkbox"/> PAID FOR BY OTHER:		<b>TOTAL ESTIMATED COST TO NCDOT:</b> \$150 to \$500 per student per class
<b>PURPOSE OF TRAVEL AND/OR JUSTIFICATION FOR EXCESS EXPENSES:</b>  The Materials and Tests Unit holds multiple training and development Classes (see list below) for NCDOT personnel that exceed the \$150 excess amount. The classes provide training and development that is essential for DOT personnel to complete their job duties. Employees are allowed to sign up with the approval of their Division or Unit Head.  Concrete Field Technician Concrete Field Technician - Self Study QMS Asphalt Mix Design Technician QMS Level I Plant Technician QMS Level II Plant Technician QMS Roadway Technician QMS Roadway Technician - Online Class		<b>ITEMIZED ESTIMATED EXPENSES:</b>  Concrete Field Technician @ estimated 260 students per year = 260 x \$500 = \$130,000.00  QMS Asphalt Mix Design Technician @ estimated 5 students per year = 5 x \$250 = \$1250  QMS Level I Plant Technician @ estimated 5 students per year = 5 x \$250 = \$1250  QMS Level II Plant Technician @ estimated 10 students per year = 10 x \$250 = \$2500  QMS Roadway Technician @ estimated 180 students per year = 180 x \$250 = \$45000  <b>Estimated Total = \$180,000.00</b>
<b>APPROVAL:</b>  SIGNATURE	<b>ALL REQUESTS REQUIRED THE APPROVAL OF EMPLOYEE'S SECTION HEAD, BRANCH MANAGER, OR DIVISION ENGINEER</b> DocuSigned by:  FF1671ADD2D24F8 TITLE DATE 1/15/2019	<b>ONLY REQUESTS FOR EXCESS ALLOWANCES REQUIRE THE APPROVAL OF THE SECRETARY OR DELEGATE</b> DocuSigned by:  7898A2C3400541D SECRETARY OR DELEGATE DATE 1/15/2019
<b>COMMENTS OR REPLY:</b>		

\*OUT-OF STATE TRAVEL HISTORY FOR PREVIOUS 12 MONTHS IS ATTACHED

\*OUT-OF STATE TRIP SUMMARY IS DUE WITHIN 10 DAYS OF COMPLETED TRIP